



# Coordinator, Title I-A

## Non-Classified Classification

**Open for Recruitment:** August 11, 2015 – Open until filled

**Announcement #** NONCLS089130

**Salary:** \$26.45 - \$31.25 per hr. (\$55,016 - \$65,000 yearly) [-Plus Competitive Benefits!](#)

**Location(s):** Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

### **The State Department of Education is seeking a Title I-A Coordinator to support the Federal Policy / ESEA Data Research department.**

The Title I-A Coordinator is primarily responsible for providing leadership, training, and technical assistance to districts with targeted assistance and schoolwide programs for the purpose of supporting the improvement of academic achievement and growth on statewide assessments. The incumbent coordinates Federal program monitoring across all Elementary and Secondary Education Act (ESEA) programs.

The Title I-A Coordinator reports to the Director of Federal Policy and Elementary and Secondary Education Act (ESEA) Data Research. At this level, the successful candidate performs work of considerable difficulty and exercises independent judgment, initiative, strong communication, and leadership. This position works closely with the School Improvement Coordinator, the Multi-Tiered System of Support (MTSS) Coordinator (former Response to Intervention, RTI), and the ESEA Data Research team. Travel is required throughout the state for training and monitoring. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

#### **RESPONSIBILITIES:**

- Interpret Title I-A law and regulations under No Child Left Behind (NCLB) of the Elementary and Secondary Education Act (ESEA) and articulate the law's intent to LEAs.
- Provide statewide leadership to districts receiving a Title I-A allocation to support students who are at risk and not proficient on the State academic achievement assessment.
- Review, provide feedback and technical assistance, and approve the annual Consolidated Federal and State Grant Applications (CFSGA) for Title I-A and the annual application for reallocated funds for all LEAs.
- Research effective practices, and provide technical assistance and training to districts on the implementation of targeted assistance and schoolwide Title I-A programs, time and effort responsibilities, and fiscal requirements.
- Provide support and technical assistance on the schoolwide plan process, which includes training, technical assistance, and document tracking.
- Collaborate with the School Improvement coordinator to provide support and technical assistance to schools in improvement.
- Coordinate federal program monitoring activities for Title I-A, Title I-C, Title II-A, Title III-A, Title VI-B, Title X-C, equitable services, and neglected and delinquent sites for approximately 30-35 districts annually, including follow-up technical assistance and report completion until each monitoring visit is closed.
- Conduct federal program monitoring for Title I-A, homeless education, equitable services, and neglected/delinquent for approximately 12-15 districts annually.
- Review and approve all contract reviewer invoices for payment that are related to Title I-A monitoring.
- Coordinate the annual self-assessment process for all districts that do not have an onsite visit.
- Collect and analyze data through the Title I-A Annual Performance Report (TI APR) application for all districts with a Title I-A school.

- Provide input in the development of the Title I-A budget of approximately \$55 million and track expenses regularly with the division's Federal Grant Specialist.
- Develop annual CFSGA regional training for Title I-A and annual new Director training and co-present with team.
- Prepare for and facilitate the annual contractor reviewer training and Title I-A break-out session.
- Collaborate in Department and Division wide efforts to coordinate and bridge resources, knowledge, and experiences to better align services to districts and schools.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university. Degree must be in related studies, but candidates with degrees in other fields may be considered if the candidate has three years of experience in education.
- Experience with program management, planning, and coordinating programs and projects.
- Experience interpreting federal and state laws, rules, regulations, and policies and advising on their requirements.
- Experience handling a budget beyond personal finances.
- Experience making presentations to groups.
- Must have the ability to communicate well, orally and in writing.
- Must have interpersonal skills and abilities to work effectively as a member of a team, promote team goals and maintain team climate.
- Must have strong organizational skills and ability to manage multiple projects.
- Experience in data analysis.
- Experience managing contracts.
- Must be proficient in basic technology applications (e.g. Microsoft Word, Excel, PowerPoint; online search engines; mobile communication, etc.).

#### **DESIRED QUALIFICATIONS:**

- Graduate level degree or coursework in Education related fields.
- Experience as a public school educator.
- Experience providing technical assistance to school or district leaders.

#### **TO APPLY:**

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration. The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

#### **TIMEFRAMES:**

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately. Applicant screening will continue until the position is filled. The State Department of Education seeks to fill this position as soon as possible, but a later start date is negotiable.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

**Thank you for your interest in employment  
with the State Department of Education!**

**OVERTIME NOTICE:** At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment